

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 14, 2020, 3:30 p.m.
Meeting Held Through Cisco WebEx

ROLL CALL:

Tom Diedrick-Vice Chair	<u> X </u>	Ann Hartman	<u> X </u>
John Fenner	<u> X </u>	Sup. Megan Borchardt	<u> X </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Patrick Leifker, David Diedrick, Megan Walker, Jake Dittmann, Stephanie Birmingham (Options for Independent Living), Cassandra Erickson (BC Supervisor), Alexandria Hughes (BC Library) and Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 20th, 2020 meeting of the Brown County Housing Authority.

A motion was made by M. Borchardt, seconded by A. Hartman to approve the minutes from the July 20th, 2020 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Publication of the FY2020 Family Self-Sufficiency Program Notice of Funding Allocation.

P. Leifker stated that HUD published the fiscal year 2020 Notice of Funding Allocation for the Family Self-Sufficiency Program (FSS). This provides the funding for the FTE's that ICS has for the FSS program. The application had a submission deadline of August 20, 2020, BCHA and ICS submitted the application to maintain our current funding for two FTE positions at the same annual rate of \$90,308. P. Leifker stated we should hear by the end of the year if we were awarded those funds.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications
There were 94 preliminary applications for August.
- B. Unit Count
The unit count for August was 2,938.
- C. Housing Assistance Payments Expenses
The August HAP expense totaled \$1,495,015.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In August there were 73 active FSS clients, 50 clients in level one; 17 clients in level two; 3 clients in level three and 3 clients in level four. There were 0 new contracts signed, 0 graduates, 42 active escrow accounts and 50 active homeowners.

- F. VASH Reports (new VASH and active VASH)
For August there was 0 new VASH clients, for a total of 37 active VASH clients.

- G. Langan Investigations Criminal Background Screening and Fraud Investigations
For August there were 38 total investigations, 6 new investigations, 15 active. There were 37 new applications processed, 35 were approved and 2 were denied and 0 pending. The breakdown for fraud investigations by Municipality is as follows: 19 in Green Bay, 1 in Howard and 1 in New Franken. Applications by Municipality is as follows: 23 in Green Bay, 1 in Howard, 1 in Suamico and 6 in De Pere.

A motion was made by T. Diedrick, seconded by J. Fenner to receive and place on file. Motion carried.

OLD BUSINESS: No Business

NEW BUSINESS:

4. Consideration with possible action on the utilization of the CARES Administrative Fee Funding.

P. Leifker summarized the administrative fee funding from the CARES Act. Total fee funds received is \$671,937.00, that we can use for utilization within the program. P. Leifker explained the fees are for administrative fee funding. The deadline to expend funding was moved from December 31, 2020 to June 30, 2021.

P. Leifker reviewed the proposed funding which includes a printer/scanner for BCHA staff, a laptop for ICS staff and additional purchase of personal protective equipment. Total proposed costs of \$3,095.67.

A motion was made by A. Hartman, seconded by T. Diedrick to approve the proposal of utilization of the CARES Administrative Fee funding. Motion carried.

5. Consideration with possible action on approval of the 2019 Fiscal Year End Audit Report.

P. Leifker provided an update; normally this is brought before the Board in September. These are the submissions of our audited financial statements that we are required to submit to HUD. Normally the deadline is September 30th; however, due to COVID-19, HUD has offered extensions. P. Leifker stated as of today, we do not have the audited financial statements to present, but the auditors letter indicated there were no significant deficiencies identified. P. Leifker asked the Board if we could postpone discussion until the October meeting.

A motion was made by A. Hartman, seconded by J. Fenner to table this item until the October meeting. Motion carried.

6. Consideration with possible action regarding the Brown County Homeless & Housing Coalition Letter of Support that was provided to the Brown County Board of Supervisors.

P. Leifker provided an overview of the situation described in the letter addressed to Chairman Buckley by the Brown County Homeless & Housing Coalition. Brown County Housing Authority is a member of the Brown County Homeless & Housing Coalition and P. Leifker has been in attendance of their monthly meetings. The Coalition's mission *is to provide leadership in the development, advocacy and coordination of community strategies to prevent and end homelessness*. Recently there has been efforts with some with agencies to look at expanding Brown County's protected classes to include 1) persons experiencing homelessness; and 2) persons receiving rental assistance. P. Leifker stated both classes pertain closely to the work that the Brown County Housing Authority does and would like to get feedback from the commissioners on the position of the Housing Authority in regard to this. P. Leifker stated that as of today, he has abstained from any conversations regarding this until we were able to have a conversation as a Board.

M. Borchardt stated that this still needed to go in front of PD&T committee. The way that the Board is set-up, we would send these cases to the State, we could help individuals fill out the necessary paperwork and send it to the State for them if they felt discriminated against, but there is nothing in the state statutes that say if you're homeless or receiving vouchers that you're in a protected class. The Administration Committee stated they would send a resolution to the State.

Supervisor Erickson asked for clarification and asked if the City of Green Bay could submit something like this, but the county could not because the county is an extension of the state. M. Borchardt stated yes, the City has more leeway in what they can do in prosecuting cases like this.

Discussion occurred.

A motion was made by T. Diedrick, seconded by A. Hartman to receive and place on file the Brown County Homeless & Housing Coalition Letter of Support that was provided to the Brown County Board of Supervisors. J. Fenner and M. Borchardt abstained from vote. Motion carried.

7. Consideration with possible action to reschedule the October BCHA meeting to October 26, 2020 at 3:30pm.

P. Leifker asked for consideration to reschedule the October 19th meeting to October 26th stating that he will be out on medical leave for two weeks and anticipates his first day back in the office will be October 19th.

A motion was made by J. Fenner, seconded by A. Hartman to amend the meeting date of the October BCHA meeting to October 26, 2020 at 3:30pm. Motion carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker stated that the bills are standard. A. Hartman questioned why so many bills for Freedom House Ministries. P. Leifker stated that in 2018 we had provided a two-year grant to Freedom House Ministries, and that grant ended in July 2020. These are the last 6 months of statements, and due to COVID-19, these were back-logged and they arrived all at the same time.

A motion was made by M. Borchardt, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker presented the BCHA financial report.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA Financial Report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report.

P. Leifker stated that a developer spoke to him earlier this month for possible development in Ashwaubenon and may be asking to present to the Board for possible project-based vouchers.

P. Leifker stated that in recent conversations with HUD, there is some additional Housing Assistance Payment funding, funding that can be put directly into our program through the rental assistance payment and we can apply for additional funding for that. P. Leifker stated that he and Megan W. are evaluating this.

P. Leifker stated that the CDC has issued an eviction moratorium in effect from September 4, 2020 to December 31, 2020. For our program this should not be an issue because if clients have lost income, they can report that to our program, and we should be able to adjust their rent.

OTHER: No other business.

Date of next meeting: October 26, 2020.

A motion was made by A. Hartman, seconded by M. Borchardt to adjourn the meeting. Motion carried.

Meeting adjourned at 4:12 p.m.